

CITY OF CARLSBAD



INVITES YOU
TO APPLY FOR

SENIOR OFFICE SPECIALIST

MONTHLY SALARY RANGE:
\$2,799- \$3,403

**ONLY ONE COMPLETED APPLICATION
REQUIRED FOR TEST ENTRANCE**

**TEST DATE:
SATURDAY, SEPTEMBER 29, 2007**



Interested parties will report with completed application to the Carlsbad Faraday Center, 1635 Faraday Ave, Carlsbad, CA 92008.

Applications will only be accepted on the test date.

**Phone (760) 602-2440
Job Line (760) 602-2480**

The Position

This position is under general supervision and will perform a wide variety of typing, data entry, file management, project tracking and general clerical work. Responsibilities will include preparation of numerous documents, correspondence and reports. Work situations will vary depending on the department and may involve high public contact and interaction with other city departments.



The Ideal Candidate

The ideal candidate will have a thorough working knowledge of MS Office and other internal system programs and applications. Must be detail-oriented, extremely organized and an independent worker who has the ability to prioritize work assignments under broad guidelines. Must possess interpersonal skills to interact in a positive manner with a variety of staff, consultants, professionals and the public.

Examples of Duties

Clerical support which may include: Answering phones and routing calls, making referrals, answering questions and providing information; establishing and maintaining a variety of files; scheduling appointments, compiling reports, typing a variety of documents in final and draft form using word processing equipment; typing from written, recorded or printed sources and/or oral instructions; proofreading materials for correct grammar, spelling and punctuation; processing purchasing applications, contract documents and forms; preparing materials in appropriate formats; assembling and distributing correspondence; providing support to staff.

Qualifications

Knowledge of: Advanced general office methods and procedures; office equipment operation, proper English usage, punctuation, grammar and spelling; working knowledge of policies, procedures and rules of the work unit; software applications such as word processing, spreadsheet and database management.

Skill in: Typing speed requirement may vary depending on the job assignment. Minimum speeds may average from 40 wpm to 60 wpm.

Ability to: Alphabetize or chronologically sort materials; communicate effectively orally and in writing; learn the policies and procedures of the work unit; understand and carry out oral and written directions.



Application & Test Process

Application materials are **required for admission to the test** and may be obtained from:

City of Carlsbad

Human Resources
1635 Faraday Avenue
Carlsbad, CA 92008
Phone (760) 602-2440

Test Date: Saturday, September 29, 2007

Sign In -7:30 am Test 8:00 am

or

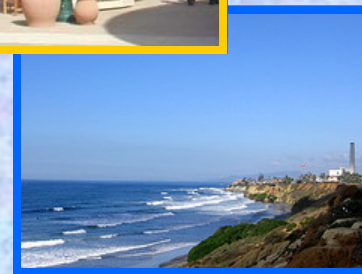
Sign In -10:30 am Test 11:00 am

Test is approximately 2 ½ hours long. Late attendees will not be admitted.

It is important that your application show all relevant education, training, experience, knowledge, abilities and skills you possess that qualify you for the position. Applications may be rejected if incomplete. All application materials will be reviewed. In conjunction with test scores. Those deemed most highly qualified will be asked to participate in the selection process. The selection process may consist of a performance, written and/or oral exams. Those candidates who successfully complete the selection process will be placed on an eligibility list for one year. Reference checks will be conducted on final candidates. The provisions of this bulletin do not constitute an express or implied contract. Any of the provisions in this bulletin may be modified or revoked without notice.

City Mission Statement

Our mission is to provide top-quality services to our citizens and customers in a manner that enhances the quality of life for all who live, work, and play in Carlsbad.



Experience and Education

- Equivalent to completion of the twelfth grade, including or supplemented by specialized training in the clerical occupation field.
- Two years of increasingly responsible clerical and secretarial capacity. One year of specialized experience may be substituted with a combination of applied coursework or demonstrated competencies of knowledge and abilities through a proficiency program.

San Diego Society For Human Resource Management

Workplace Excellence



City of Carlsbad
A great place to make
a living. And a life.